

NORTH TEXAS TOLLWAY AUTHORITY  
Legal Services Committee Meeting Minutes

May 13, 2011

Minutes of the NTTA Legal Services Committee meeting held at the North Texas Tollway Authority, 5900 West Plano Parkway, Plano, Texas, on May 13, 2011 at 9:30 a.m.

**CALL TO ORDER**

Committee Chairman Day called the meeting to order at 9:32 a.m.

1. Establishment of Quorum

Committee Chairman Day established a quorum by calling the roll. The following committee members were in attendance:

Bob Day	Committee Chairman
Ken Barr	Member
Jane Willard	Member

The following additional Ad Hoc Committee members were in attendance:

Allen Clemson	Bob Schell
Magdalena Kovats	Frank Stevenson

Vice Chairman Denison was also in attendance.

NTTA employees attending the Committee meeting were: Allen Clemson, Executive Director; Ruby Franklin, Secretary; Lorelei Griffith, Assistant Secretary; Janice Davis, Chief Financial Officer/Treasurer; Bob Schell, Assistant Director of General Counsel; Clayton Howe, Assistant Executive Director of Operations; Gerry Carrigan, Assistant Executive Director of Project Delivery; Magdalena Kovats, Director of Internal Audit; Kiven Williams, Director of Customer Service; Nina Arias, Director of Human Resources; Anthony Coleman, Director of Business Diversity; Kim Jackson, Director of Communications;

Also present at the meeting representing the Authority were Frank Stevenson, Locke, Lord, Bissell & Liddell, Outside Counsel to the Authority.

2. Resolution approving the minutes of the March 17, 2011 and April 7, 2011 Legal Services Committee meeting

Director Barr made a motion to approve the minutes of March 17, 2011 and April 7, 2011. Director Willard seconded the motion and it was approved unanimously. (Resolutions No. 11-70 and 11-71)

3. Discussion and possible recommendation on outside legal services protocols for the Legal Services Committee

Committee Chairman Day introduced Laura Franze, Hunton & Williams LLP, who presented a briefing on the draft NTTA protocols for engaging outside counsel, and the draft processes and procedures for identifying and designating core outside counsel and local eminent domain counsel. Ms. Franz stated that the documents were for the Committee's review and were subject to change. She addressed questions of the Board Members present.

After some discussion concerning moving away from a core counsel concept to selecting a group of firms qualified to handle legal services in specific areas of the law, as well as the role of the general counsel, there was a general consensus to develop a register of law firms using an RFQ form, and to consider the seven items of the legal services framework adopted by the Board. The Committee asked Ms. Franz to prepare a document for the Committee's review that would be flexible enough to acknowledge the supervision of the Committee and the Board, as well as the general counsel.

#### 4. EXECUTIVE SESSION

The Committee did not go into Executive Session.

#### 5. CONSIDERATION OF ITEMS FROM EXECUTIVE SESSION

N/A

#### ADJOURNMENT

The meeting adjourned at 10:25 a.m.



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Bob Day, Committee Chairman  
NTTA Legal Services Committee



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Ruby Franklin, Secretary